



## HOME-BASED BUSINESS

## LICENCE APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604-858-3334

reception@cultuslake.bc.ca

### APPLICANT INFORMATION (All fields must be completed)

Applicant Name(s):

Mailing Address:

Telephone:

Cell:

Email:

### BUSINESS INFORMATION (All fields must be completed)

Business name:

Type of business: *(Please provide a brief description. Use a separate sheet of paper if necessary)*

Name of secondary business owners: *(Other than applicant or Lease holder, if applicable. Please include any contact information)*

Number of employees: *(Including Business Owner)*

Date business is expected to commence: \_\_\_\_\_, 20\_\_\_\_

### PROPERTY DETAILS (All fields and questions must be completed)

Cultus Lake Park Address:

Have you previously held a Home-based Business Licence for this property?  Yes  No

Have you previously applied and been refused or had a Licence/Permit cancelled for this property?  Yes  No

If yes, when? \_\_\_\_\_

Total Floor Area being used for the Home-based Business: \_\_\_\_\_

Total rooms in the house being used for your Home-based Business? \_\_\_\_\_

Do you also use this home as a Short-term Rental?  Yes  No

If yes, are you aware you'll need to obtain a separate permit for the Short-term Rental?  Yes  No

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QUESTIONNAIRE— All questions must be answered by circling 'YES' or 'NO'.		
1. Is the property provided with:		
a) Hardwired / interconnected smoke detectors?	YES	NO
b) Battery operated / interconnected smoke detectors?	YES	NO
c) Carbon Monoxide detectors?	YES	NO
3. Is there a Fire Escape Plan easily visible and posted?	YES	NO
4. Do you have a valid fire extinguisher at the property that is accessible to Home-based occupants?	YES	NO
5. Will you be placing any signs to advertise your Home Based Business within your lease-lot lines?	YES	NO
6. Will your business create any discharge or emission or odours (toxic or noxious vapours or matter), heat, glare, radiation, electrical interference, or noise?	YES	NO

PARKING PLAN ACKNOWLEDGMENTS
How many parking spots are you providing for your Home-based Business?
Where are these parking spots located?
Describe your Parking Management Plan. Please include how Guest Hanging Passes or Stickers will be utilized and how you plan to provide the least amount of impact on the Cultus Lake Park Community with regards to traffic and parking: <i>(Use a separate sheet of paper if necessary)</i>

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<b>ACKNOWLEDGEMENTS — All initial and signature boxes must be signed by the applicant.</b>		<b>Initial:</b>
1.	I understand I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a Home Based Business Licence by Cultus Lake Park and in respect of this acknowledgement.	<input type="text"/>
2.	I understand that I should inform my Insurance provider and advise them of my use of the Leasehold property within Cultus Lake Park as a Home Based Business.	<input type="text"/>
3.	I understand that I must provide a minimum of 2 parking stalls, including providing Guest Hanging Permit or Residential Permit stickers for the use of Home-based occupants and, as per The Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 and all Amendments, understand leaseholders are responsible for all parking permits, including replacements, should permits become lost or stolen.	<input type="text"/>
4.	I acknowledge that I must provide an escape route map for use in the Home Based Business in the event of an emergency.	<input type="text"/>
5.	I, the undersigned, hereby make application for a Home Based Business in accordance with the information as stated and declared in the statements and that they are true and correct. I understand that the Business Licence application fee and all applicable fees associated are non-refundable.	<input type="text"/>
6.	I undertake, if granted the Licence applied for, to comply with each and every obligation contained in the current Cultus Lake Bylaws. I understand it is my full responsibility that Home Based Business employees adhere to and follow the parameters set for each Cultus Lake Bylaw. I also will inform employees of the bylaws and to make them readily available. Further, failure to meet these obligations may result in the Home Based Business being suspended or possible revocation, as well as any related fines outlined in each Cultus Lake Bylaw violation. Leaseholders are subject to all Cultus Lake Bylaw related fines.	<input type="text"/>
7.	I further understand that Home-based Business Licence's expire on December 31st of each year and must be renewed prior to January 1st. Every Secondary Suite Permit is subject to review at any time and may be suspended or revoked for cause.	<input type="text"/>
8.	I acknowledge that the personal information collected on this form is collected in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> and that Cultus Lake has authority to collect your information for the purposes of administering this Licence according the <i>Local Government Act</i> and the <i>Cultus Lake Park Act</i> .	<input type="text"/>
9.	I understand payment of the Business Licence application fee does not guarantee approval of the Licence and I cannot commence business until such time as the Home-based Business Licence has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.	<input type="text"/>

## HOME BASED BUSINESS LICENCE APPLICATION

**LEASE HOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.**

By signing below, I/We approve and agree to the use of a Home Based Business on the above stated property that the applicant and I/We are on title as Leaseholders 'Jointly 'or 'In Common' with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Bylaws for Home Based Businesses.

Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: <b>X</b>	Leaseholder(s) Name:	Date:

**For Office Use Only:**

LR# \_\_\_\_\_

RECIPT # \_\_\_\_\_

CLP DATE STAMP

**REQUIREMENT CHECK-LIST:**

- Home-based Licence fields are filled out and complete.
- Home-based Business Licence Question Sheet is complete.
- Parking Plan and Leaseholder Approval for Licence is signed by each leaseholder on Title.
- Acknowledgements for Home-based Business Licence is initialed by applicant(s) and is signed by the applicant(s) and a witness. *Note : Cultus Lake Park Staff cannot sign as the witness.*
- Once approved, data is entered in Home-based Business Master List.

**DECISION**

Date: \_\_\_\_\_

Approved by the Cultus Lake Park Board?      YES / NO

Non-refundable Permit Fee Paid?      YES / NO

Receipt: \_\_\_\_\_

PERMIT # \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer's Signature

**Notes:**

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